

National Nuclear Security Administration  
Annual Federal Equal Opportunity Recruitment Program  
Plan Certification – Fiscal Year 2007

Please type or print clearly and return this sheet with original signature to:

Daniel M. Fusco, Manager  
Recruiting, Examining and Assessment Group  
Center for Talent and Capacity Policy  
Strategic Human Resources Policy  
Attn: FY 2006 FEORP REPORT  
U.S. Office of Personnel Management  
1900 E Street, NW, Room 6547  
Washington, D.C. 20415-9800

A. Name and Address of Agency

National Nuclear Security Administration  
EEO and Diversity Office  
P.O. Box 5400  
Albuquerque, NM 87185

B. Name and Title of Designated FEORP Official (include address, if different from above, telephone and fax numbers)

Yolanda Girón	Phone: (505) 845-4243
EEO and Diversity Manager	Fax: (505) 845-4963

C. Name and Title of Contact Person (Include address, if different from above, telephone and fax numbers)

Patricia Padilla	Phone: (505) 845-4976
EEO Specialist	Fax: (505) 284-7519

CERTIFICATION:

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Plan (FEORP) and the program is being implemented as required by Public Law 95-454, and subsequent regulations and guidance issued by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Yolanda Girón, EEO and Diversity Manager, NNSA Service Center

Federal Equal Opportunity Recruitment Program  
Accomplishment Report  
Fiscal Year 2006

**Introduction**

This report summarizes the National Nuclear Security Administration's (NNSA) initiatives that support the recruitment and retention of women and minorities within the NNSA. The total number of permanent employees at the NNSA was 2,484 at the end of FY 2005 and 2,519 in FY 2006 of which women and minorities made up 48 percent of the total workforce.

Future recruitment opportunities requiring internal and/or external hiring in order to reach projected ceiling allocations are estimated at approximately 150 positions. In addition, it is also anticipated that external hiring opportunities under the Future Leader's Program (FLP) will result in approximately 30 new hires for FY 2007. The FLP will include a mix of developmental opportunities in professional engineering, scientific, and business-related fields. In the coming year, recently created positions should yield 12 new hires utilizing the Student Career Experience Program (SCEP) authority. These positions include a mix of functional areas such as business, accounting and budget, human resources, legal, public affairs, and engineering.

**1. Workforce Planning**

- The NNSA's Human Capital Management Strategic Plan includes strategies and goals to recruit and retain a highly qualified and diverse workforce. The plan includes improved marketing of the NNSA, a streamlined application process, targeted recruitment pools/areas of consideration, and aggressive recruitment and retention incentives. The Future Leaders Program and Federal Career Intern Programs are key recruitment tools that will continue to be used in FY 2007 to identify candidates with degrees in engineering, physical science, and business disciplines. Activities performed in support of the Federal Equal Opportunity Recruitment Program (FEORP) are summarized below:
- During FY 2006, NNSA actively worked to define and plan for the workforce of the future consistent with the President's Management Agenda. Serious workforce succession problems are anticipated in the near future due to an aging workforce. To address loss of critical leadership and technical skills, the NNSA is utilizing strategic workforce planning as a tool to assess that organizational elements have adequate staff and that employee skills align to critical job requirements.
- The Department, through the Chief Human Capital Officer Jeff Pon, is encouraging agency managers to consider establishing and recruiting for

developmental positions in order to support workforce and succession planning initiatives. From an operational level, Human Resources Consultants provide technical advice and council to NNSA managers in exploring options to establish new, or restructure recently vacated senior level positions, to provide developmental opportunities.

- Initiated a study of Senior Executive Service positions and their use and distribution across NNSA. Results from this study will be integrated into the overall workforce and succession planning efforts.

## **2. Recruitment and Community Outreach**

- Hired 100 new employees to NNSA. This raised the total number of women and minorities within NNSA from 1,201 in FY 2005 to 1,215 in FY 2006.
- NNSA promoted a total of 454 employees of which 234 were minorities (301 males and 153 females).
- The NNSA has been successful in using the FLP as an important recruitment tool to address current and projected skills gaps identified in the succession planning process. The FLP was established in 2005 to develop entry-level candidates with degrees in engineering, the physical science, or business disciplines. Special posters, informational brochures, a dedicated web site, and pamphlets were designed to aggressively market the NNSA Future Leaders Program. Special Emphasis Program Managers (SEPM's) and EEO Diversity Council members actively participated in the development of the FY 2006 Future Leaders Program recruitment plan targeting colleges and universities most likely to result in a diverse applicant pool. SEPMs accompanied Human Resource Consultants on recruitment trips during the FLP recruitment initiative to provide information on the NNSA and specific job requirements. The partnership between the Human Resources and EEO officials is important and will continue in future recruitment efforts. Diversity Council members were present at all college and university recruitment efforts for the FLP. They also participated in interview sessions with the students. This last year, the FLP yielded 30 new and diverse external hires to the agency. Of the 30 interns, 70 percent were women and minorities.
- Twelve students are currently participating in the NNSA Student Temporary Employment Program, of which 100% are minority students.
- The NNSA's Office of Secure Transportation implemented strategies for recruiting female applicants and minorities who are underrepresented in nuclear materials courier positions. In FY 2006, the second female agent in 23 years was hired. In addition, the overall agent workforce increased minorities by 25 percent since 2002. The Federal Agent Recruitment team

continues to actively recruit minorities through law enforcement conferences and military job fairs.

- Twelve new positions were also established under the Student Career Experience Program (SCEP) this past year for the Service Center. These positions involve a mix of critical functional areas such as business, accounting and budget, human resources, legal, public affairs, and engineering. Recruitment strategies have been developed and are currently being implemented to attract and improve the agency's diversity population. The following was accomplished in support of the strategies: job announcements were published to all the two- and four-year colleges and universities and vocational-technical institutions. The Special Emphasis Program Diversity Council and Special Emphasis Program Managers actively participated by distributing these job announcements to their respective partnering organizations and contacts. Information meetings were also held with the career services staff of Minority Serving Institutions.
- The NNSA is involved in numerous outreach activities and academic partnerships providing in-kind contributions and grants to educational institutions of higher learning, including participating in science fairs, the Business Professionals of America annual competitions, the Hispanic Youth Symposium, tutoring, and advertising for the Hispanic Scholarship Fund.
- Each Special Emphasis Program (SEP) is provided funding to support program initiatives, training and travel needs. In FY 2006, that funding supported: a joint venture with Kirtland Air Force Base during National Hispanic Heritage Month; travel, per diem, and tuition for the SEPM to attend National Conventions; and sponsor calls for judges at science fairs as well as providing in-kind support as tutors and judges for other educational events.
- As part of community outreach efforts, NNSA welcomes roundtable discussions with minority organizations such as Image, Inc., National Organization of Mexican American Rights (NOMAR), and the New Mexico EEO and Diversity Council, to strategize on recruitment and training initiatives that benefit the community at large. Further, employees from NNSA are active Board and Council members, providing a unique opportunity for NNSA to have open and continuous communication with these organizations, as well as personal and professional development.
- On an annual basis, each SEP celebrates Monthly events with various training and awareness activities. Speakers are brought from the community to provide training and information to all NNSA employees.
- The Special Emphasis Program Managers, Council Members, and Human Resources representatives participated in various training conferences targeting women and minorities including the annual conferences on

American Indian Science and Engineering Society, Blacks in Government, Federal Asian Pacific American Council, Federally Employed Women, League of United Latin American Citizens, the National Organization for Mexican American Rights, and various job fairs sponsored by Kirtland Air Force Base.

- The NNSA conducted EEO Complaints Process and EEO Myths training for supervisors and managers. All NNSA organizations, including HQ, Site Offices, and the Office of Naval Reactors received the training.
- Supported attendance of NNSA employees at community-based training such as at the Workforce Diversity Pathways to Inclusion Seminar and the New Mexico Diversity/EEO Council Annual Seminar.

### **3. Career Development Opportunities**

- College graduates hired under the Future Leaders Program are placed on Individual Development Plans that outline developmental work assignments, projected training opportunities, and rotational assignments or details. Employees participating in the FLP receive close monitoring, guidance, and mentoring by senior program officials and technical subject matter experts relative to their Federal careers, work experiences, and educational development. In addition, the Human Resource Consultant assigned to the FLP provides oversight and mentoring.
- In March 2006, the Mid-Level Leadership Development Program (MLDP) was announced. The MLDP is NNSA's succession planning approach to ensure that NNSA has a pool of diverse and qualified personnel prepared to assume leadership roles in the organization. The objective of the program is to help develop the selected participants' leadership competencies to prepare them to meet the leadership challenges of tomorrow. The MLDP is a training and development program designed to provide leadership training and developmental opportunities to high potential, non-supervisory employees, in grades 12-14 and excepted service pay bands. During FY 2006, there were 20 NNSA participants of which 80% were women and minorities.

### **4. Mentoring**

- In March 2005, the NNSA implemented a pilot Mentoring Program. The purpose of the program is to prepare high-potential employees for leadership positions by providing effective professional, personal, and leadership developmental opportunities. The program was opened to GS-11 and above employees only. A total of three participants completed the program. Summary of results indicated that the program was worthwhile and recommendations were to continue to offer the program annually. Additionally, one of the mentors was EEO and Diversity Program Manager,

Yolanda Girón. Ms. Girón was recognized for leadership and outstanding work in the field of technology and business by Hispanic Engineer & Information Technology Magazine ([www.hispanicengineer.com](http://www.hispanicengineer.com)).

- Recruitment tools, such as direct hire and Student Employment Programs, aimed at replenishing clerical and administrative support positions are planned for FY 2006 to feed the pipeline and address diminishing administrative support resources.
- The NNSA's Office of Secure Transportation mentoring program for Federal Agents begins when the employee is hired and starts training at the Academy. A class coordinator is assigned before students arrive on site, and is a Subject Matter Expert who is aware of all aspects of the Agents' lifestyle. The class coordinator is a seasoned and well-adjusted expert in his/her role and he/she is a mentor for the students as well as a representative for the Agency. The class coordinator is also knowledgeable of all rules and regulations at the Academy, and they fully comprehend the responsibility of being a mentor. Their participation allows for team building which serves to develop long last benefits to an Agent's career and to the NNSA mission.

FEORP: Participants in Formal Government-Wide Development Programs  
FY 2006

Race/National Origin and Gender	GS 1-4		GS 5-8		GS 9-12		GS 13-15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
Overall Total	0	0	0	0	0	0	3	100	3	100
Total Men	0	0	0	0	0	0	1	33.3	2	66.7
Total Women	0	0	0	0	0	0	2	66.7	1	33.7
Total Blacks	0	0	0	0	0	0	1	100	0	0
Black Men	0	0	0	0	0	0	0	0	0	0
Black Women	0	0	0	0	0	0	1	100	0	0
Total Hispanics	0	0	0	0	0	0	0	0	0	0
Hispanic Men	0	0	0	0	0	0		0	0	0
Hispanic Women	0	0	0	0	0	0	0	0	0	0
Total Asian/Pacific Islanders	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander Men	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander Women	0	0	0	0	0	0	0	0	0	0
Total Native Americans	0	0	0	0	0	0	0	0	0	0
Native American Men	0	0	0	0	0	0	0	0	0	0
Native American Women	0	0	0	0	0	0	0	0	0	0

FEORP: Participants in Formal Agency Career Development Programs  
FY 2006

Race/National Origin and Gender	GS 1-4		GS 5-8		GS 9-12		GS 13-15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
Overall Total	0	0	0	0	4	100	12	100	24	100
Total Men	0	0	0	0	5	38.4	8	66.7	14	58.38
Total Women	0	0	1	100	8	61.5	4	33.3	10	41.7
Total Blacks	0	0	0	0	6	100	1	100	6	100
Black Men	0	0	0	0	2	33.3	1	100	2	33.3
Black Women	0	0	0	0	4	66.7	0	0	4	66.7
Total Hispanics	0	0	0	0	5	100	9	100	3	100
Hispanic Men	0	0	0	0	2	40	6	66.7	1	33.3
Hispanic Women	0	0	1	0	3	60	3	33.3	2	66.7
Total Asian/Pacific Islanders	0	0		0	1	100	0	0	1	100
Asian/Pacific Islander Men	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander Women	0	0	0	0	0	0	0	0	1	100
Total Native Americans	0	0	0	0	0	0	0	0	0	0
Native American Men	0	0	0	0	0	0	0	0	0	0
Native American Women	0	0	0	0	0	0	0	0	0	0